Boston High School
Leading Learning Together
Foldr User Guide

This guide aims to cover the basics on accessing your files remotely using Foldr.

Logging In

To access Foldr from home you will need to visit the school website www.bostonhighschool.co.uk

You will see a list of menus, select 'PORTAL' and then choose 'DOCUMENTS'

You can then access FOLDR using the 'Foldr Login' link on that page

Use your regular School username and password to login

Accessing Files

Once logged in, you will see the same drives that you have access to in school
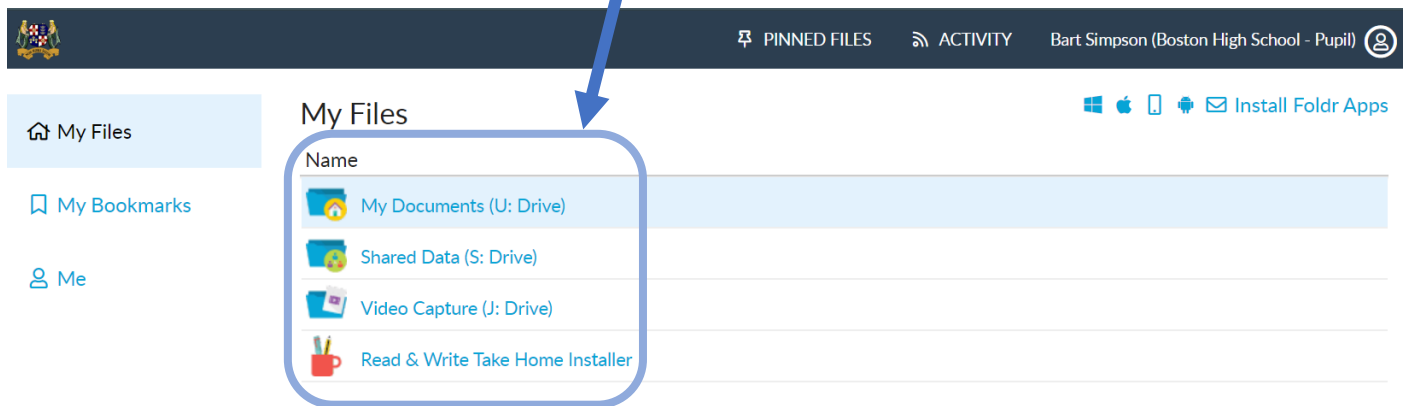
You can click on any of these drives and navigate through the folders as you would in School.

💡 **If you are looking for the continuity plan folders, they can be found in 'Shared Data (S: Drive)' and then 'Continuity Plan'**

Downloading, Opening and Editing Files

To open a file, simply click it once.

There are two ways to open files in Foldr. You can either download them to your computer or edit them directly on our system (and any changes are then saved back to our system).

If you don't need to make changes to the file, e.g. a shared resource that your teacher wants you to look at but not edit, then use the download button.
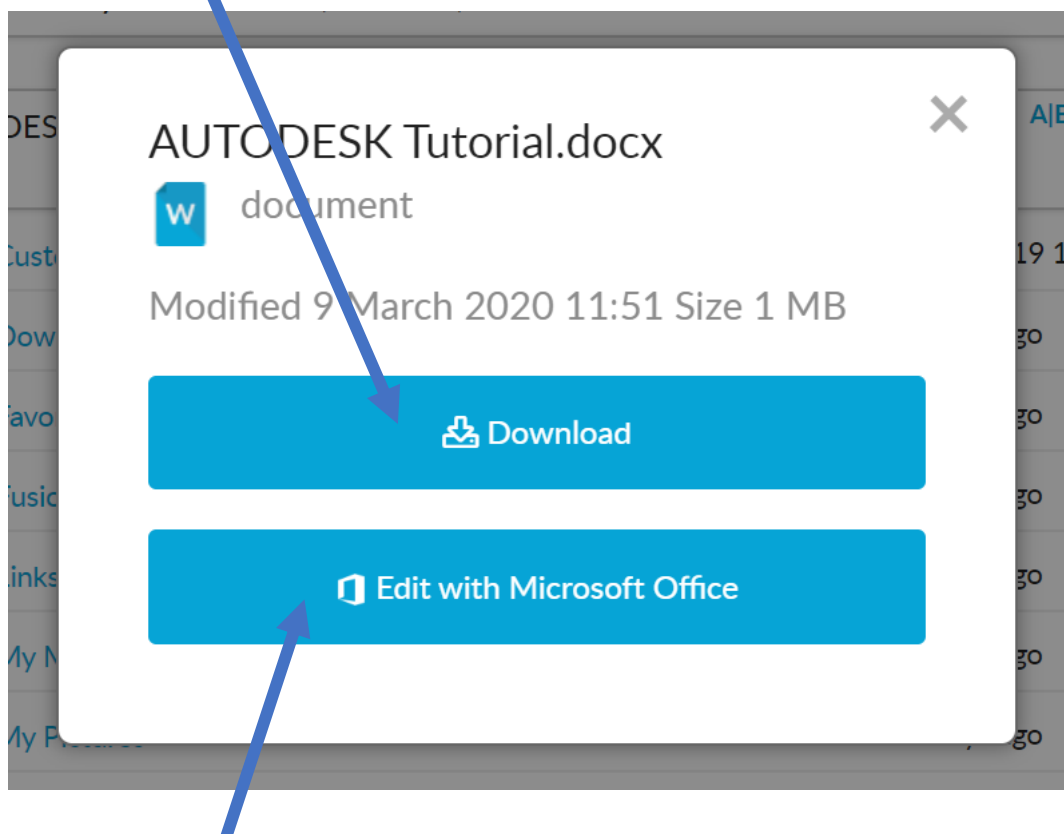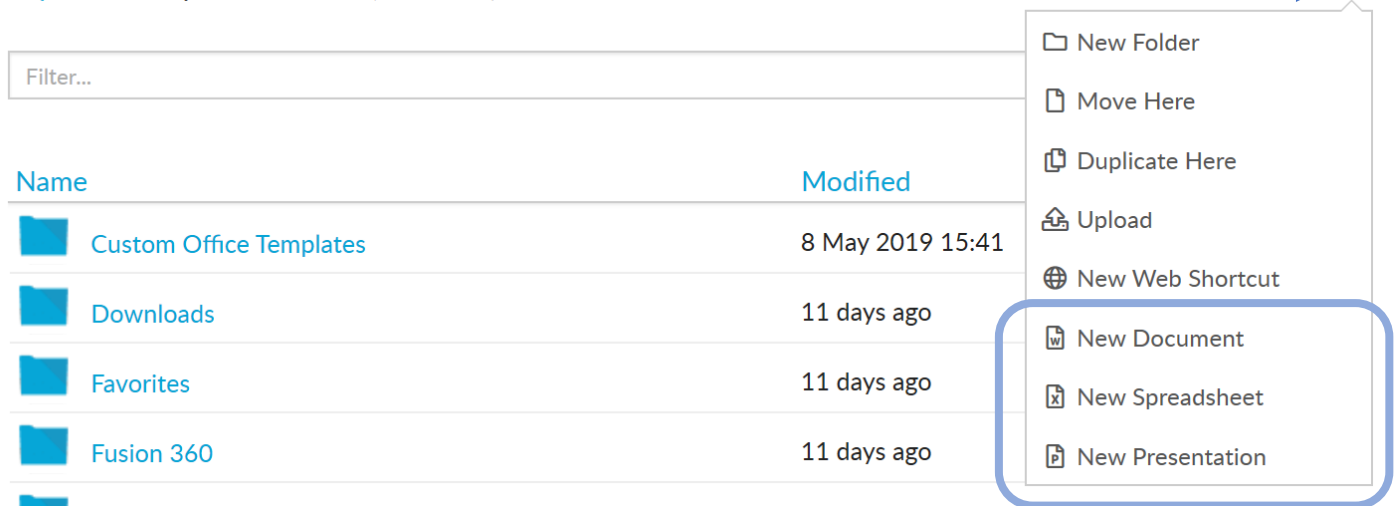

If this is your own personal file and you want to make changes to it, use the 'edit with Microsoft Office' button. Doing this means that the file will open with Microsoft Office on your computer and when you save the file, the changes are saved directly back to our system.

Creating a New File

If you want to start work on a new file, first make sure you have already navigated to the folder you want to save it into. Then click the + icon at the top right side of the screen, and then click 'New Document/New Spreadsheet/New Presentation' depending on whether you want a Word, Excel or PowerPoint file.
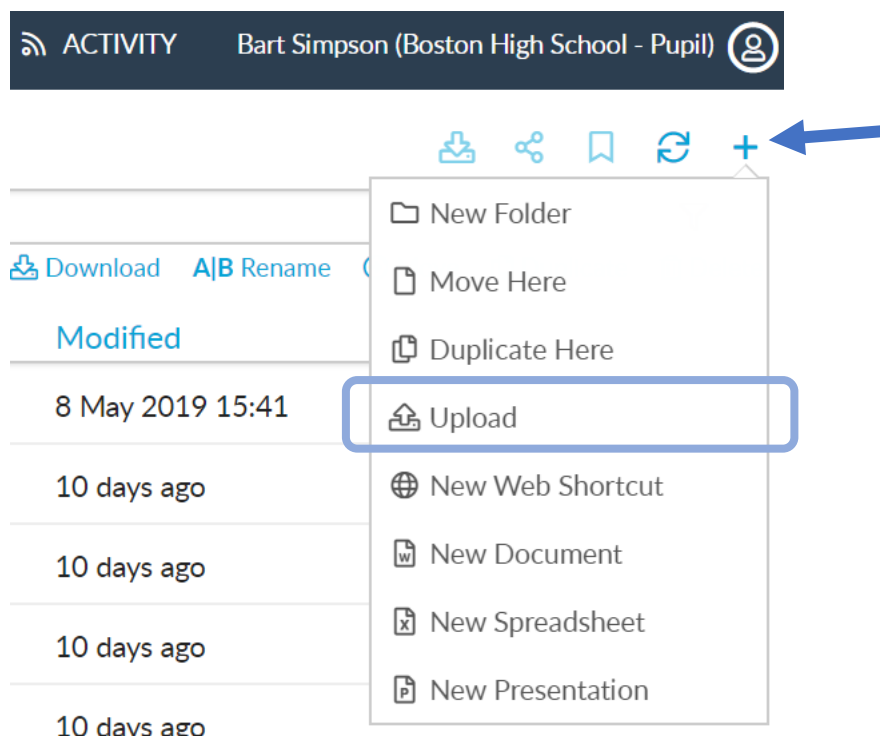

Give the file a name, and then click on 'create'. The file will then appear in the list on your screen. To begin work on it, click it once and then click 'Edit in Microsoft Office'. Changes will be saved back to our system when you click save.

Uploading a File

To upload a file you have already created on your home computer, first make sure you have already navigated to the folder you want to save it into. Then click the + icon at the top right side of the screen, and then 'Upload'.

You will then be prompted to find the file on your computer. Find the file and click 'open'. The upload process will then begin, you will see your file appear in the window with a little progress circle next to it. Depending on your internet speed, this shouldn't take too long. Wait until the upload is complete before closing your browser, otherwise your file will become corrupted and unusable.